

Employee:		Position:		
TRAINING ELEMENT		TRAINING RECORD		
	Title	Date	Employee (Signature)	Manager (Signature)
B: CLEANING OF THE KITCHEN & FOOD HANDLING AREAS				
B1	PRIORITY CLEANING - on a regular basis:			
1.1	Wash / wipe / disinfect work surfaces, sinks & taps			
1.2	Wash / wipe / disinfect door handles & can openers			
1.3	Wash / wipe / disinfect fridges & freezers			
1.4	Use of dishwasher to clean equipment with moving parts			
1.5	Wash / wipe / disinfect dry storage areas for foods			
1.6	Wash / wipe / disinfect microwave ovens inside & out			
1.7	Cleaning schedules used (see section B3)			
1.8	Management of cleaning materials & chemicals			
B2	CLEANING AS YOU GO:			
2.1	Discarding outer packaging from foods before kitchen			
2.2	Washing / wiping spills immediately			
2.3	Disinfect surfaces after spills from raw meat / eggs			
2.4	Wash surfaces thoroughly between tasks (see Cloths, B4)			
2.5	Hand-washing techniques			
2.6	Importance of hand-washing before handling foods			
2.7	Hand-washing after touching raw meat, poultry & eggs			
2.8	Clear waste packaging away & clean work surfaces			
B3	YOUR CLEANING SCHEDULE:			
3.1	Formal Cleaning Schedule (ref: Policy No _____)			
3.2	Staff training			

